

TOM SCHEDLER
SECRETARY OF STATE

STATE OF LOUISIANA
SECRETARY OF STATE



Commercial Division
(225) 925-4704

Fax Numbers
(225) 932-5317 Administrative Services
(225) 932-5314 Corporations
(225) 932-5318 UCC

**TRANSMITTAL INFORMATION
For All Business Filings**

Please indicate below the level of service requested, payment and contact information

☐

Routine

☐

Expedite \$30
24 hour processing

☐

Check or Money Order Enclosed

☐

Credit Card Number: _____

Expiration Date: _____

Business Name (List **exactly** as it appears in documents)

Name of person filing document (evidence of filing will be mailed to this person, at address below)

Address

City

State

Zip Code

Daytime phone number

Fax number

Email address

NOTE: Louisiana Law requires all Louisiana notaries to print or type their name and notary or bar roll number on the document.

Mailing Address: P. O. Box 94125, Baton Rouge, LA * 70804-9125
Office Location: 8585 Archives Ave., Baton Rouge, LA * 70809
Web Site Address: www.sos.la.gov

Tom Schedler
Secretary of State



**NOTICE OF CHANGE OF REGISTERED OFFICE
AND/OR CHANGE OF REGISTERED AGENT**

(R.S. 12:1308)

Enclose \$25 Filing Fee

Domestic Limited Liability Company

Make remittance payable to
Secretary of State
Do Not Send Cash

Return to: Commercial Division

P. O. Box 94125
Baton Rouge, LA 70804-9125
Phone (225) 925-4704

Web Site: www.sos.la.gov

Limited Liability Company Name:

CHANGE OF LOCATION OF REGISTERED OFFICE

Notice is hereby given that the above named limited liability company has authorized a change in the location of its registered office. The new registered office is located at:

To be signed by a member or manager

Date

CHANGE OF REGISTERED AGENT(S)

Notice is hereby given that the above named limited liability company has authorized the change of its registered agent(s). The name(s) and address(es) of the new registered agent(s) is/are as follows:

To be signed by a manager or member

Date

AGENT AFFIDAVIT AND ACKNOWLEDGEMENT OF ACCEPTANCE

I hereby acknowledge and accept the appointment of registered agent(s) for and on behalf of the above named limited liability company.

Registered Agent(s)

Sworn to and subscribed before me, the undersigned Notary Public, on this date: _____

NOTARY NAME MUST BE TYPED OR PRINTED WITH NOTARY #

Notary Signature

INSTRUCTIONS

1. This form is to be used when an existing domestic limited liability company changes the location of its registered office or changes its registered agent(s), or both.
2. The Change of Location of Registered Office or Change of Registered Agent(s) must be signed by a manager, if management of the limited liability company is vested in one or more managers, or by at least one member, if management of the limited liability company is reserved to the members.
3. The new registered agent(s) must sign the acknowledgement and acceptance of their appointment before a notary public.
4. A registered agent may change his address in this state by signing a statement which includes the following:
 - a. The name of the limited liability company for which the change is effective.
 - b. The new address of the registered agent.

If the old and new addresses of the registered agent are the same as the old and new addresses of the registered office, the statement may include a change of address of the registered office if:

- a. The registered agent notifies the company in writing.
- b. The statement recites that the registered agent has done so.